

**Water/Wastewater Commissioners’
Meeting Minutes
November 11, 2014**

Present: Michael E. Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director

Call to Order

Welcoming Mr. David Mercier, Underwood Engineers, Chairman Putnam called the meeting to order at 6:05 p.m.

Appointment

Mr. Mercier distributed and summarized a two page agenda describing a variety of Milford Comprehensive Wastewater Facility Plan topics investigated by Underwood Engineers. Listings of proposed wastewater capital improvement projects were included. Twelve facility upgrades were recommended, each with comments regarding the timeliness of undertaking the projects. New permit limits for phosphorus, aluminum and zinc are anticipated within the next 1 – 2 years. Underwood will submit a formal draft for the commissioners’ review and comment within two weeks, prior to submission to the NH DES. Mr. Mercier will submit design engineering cost proposals for three projects by next meeting, in consideration of the January 9, 2015 warrant article submission deadline: Ultra-Violet Disinfection system, Secondary Scum pump stations, and Operations Building HVAC. Mr. Mercier addressed the commissioners’ questions. The commissioners thanked Mr. Mercier for the informative presentation.

Decisions

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the minutes of the November 3, 2014 sewer rate increase public hearing as presented. Commissioner Courage seconded the motion. All voted in favor.

Commissioner Courage made the motion to approve the October 28, 2014 meeting minutes as presented. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the October 2014 Bill Commitment 1401031 and for the October 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the October 2014 Bill Commitment 1401031 and for the October Final Bills issued.

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Discussion/Information Items:

Milford/Wilton Inter-municipal Agreement – Director Boucher apprised the commissioners that an updated draft had been forwarded to the Wilton Commissioners to review during their November 13, 2014 meeting, with attorneys copied.

West Elm Street Water Main Extension RFP & 11/24/14 Bid Opening – Update – Director Boucher confirmed that all customers along west Elm Street are connected to the municipal sanitary sewer system. He will contact Mr. Jeff Kevan, T. F. Moran, to verify the bid package number of services. The public bid opening will be held 2:00 p.m. on Monday, November 24, 2014 at the Water Utilities Department, 564 Nashua Street.

Dram Cup Water Storage Tank Rehab Project – Director Boucher reported this project is on schedule according to the schedule distributed during the preconstruction meeting. The tank has been pressure-washed and the tank interior will be coated. The November 11, 2014 emailed progress summary received from Mr. Chris Berg, Wright-Pierce was distributed, which announced Wright-Pierce's willingness to "absorb approximately \$2,500.00 of the projected \$6,000.00 of the requested inspection effort by USC" and indicated that "This project as a whole is well under budget." Commissioner Courage stated that the Merithew Company, as a third party, possesses the necessary experience to inspect the tank work being completed, but felt that Wright-Pierce should accomplish the inspection. Following discussion, the commissioners requested Mr. Boucher determine a favorable inspection timeline while avoiding duplication of inspection efforts.

2015 Draft Water Utilities Budget – Mr. Boucher will email the commissioners the equipment mileage and the truck hours. Mr. Boucher said the lives of the backhoe and the Water Department truck could most likely be extended. Commissioner Courage reiterated close attention must be paid to the inter-dependence between the Water Utilities budget, the Capital Improvement Plan, the Comprehensive Wastewater Facility Plan, the Sewer Rate Study, and the previous Water Rate Study. He reiterated the need to adhere to the 2015 budget's bottom line. Mr. Boucher agreed. The commissioners will continue to review the total budget package, including employee compensation in comparison with the labor grade wage ranges as overseen by the Human Resources Department.

Activities Report – Reviewed by the commissioners.

Future Appointments/Meetings:

The next regular Commissioners' meeting will be Tuesday, November 25, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam made the motion to adjourn the meeting at 7:27 p.m. Commissioner Courage seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date